

## **PUBLIC SAFETY PROGRAM COORDINATOR**

Madison Park Development Corporation

Madison Park Development Corporation (MPDC) seeks a full time Public Safety Program Coordinator. The Public Safety Program Coordinator works under the supervision of the Director of Community Action and collaborates with other organizers to engage neighborhood residents in activities focusing on public safety in order to improve the quality of life for residents in the neighborhood of Roxbury.

### **Primary responsibilities include:**

- Build relationships with residents in the community, particularly with teens, through public meetings, door to door informational campaigns, and by being visible and accessible in areas frequented by residents. Design and disseminate flyers and other related materials.
- Help to raise awareness of public safety issues and resources by coordinating meetings between residents and police, and by responding to resident-requested initiatives such as special classes and events.
- Develop and coordinate MPDC's Public Safety programs such as Violence Intervention & Prevention (VIP), Neighborhood Coalition, and Neighborhood Trauma Team (NTT), with focus on the Orchard Gardens/Orchard Commons and Madison Park Village communities and other broader Roxbury communities.
- Arrange and staff monthly resident-led Public Safety Committee meetings, supervise and provide support to Block Captains and other volunteers.
- Hire and oversee residents to work as Block Captains, Youth Organizers or other program support and provide technical assistance to them, as needed.
- Represent MPDC at all City-wide Public Safety related meetings and activities as well as neighborhood meetings, coalition groups, and other events as needed.
- Ensure active, accurate and consistent communication between the Public Safety initiatives such as VIP and neighborhood coalition as well as other partnering organization agencies, youth and residents of the Public Safety target area.
- Coordinate annual events that promote resident involvement in the community and that raise the profile of MPDC, such as the annual Youth Day, National Night Out, etc.
- In conjunction with the Director, seek and obtain funding for Public Safety initiatives.
- Utilize a data collection method to ensure accurate tracking of Public Safety neighborhood program activities through Salesforce. Meet all reporting deadlines.

- Assist with data collection and provision of information for grant proposals and grant reporting.

**Qualifications:**

- At least two years' prior experience in community organizing; preferably experience in youth development and public safety organizing.
- Ability to work a flexible schedule, including some evenings and weekends.
- Experience working with resident and neighborhood associations
- Knowledge of the Roxbury neighborhood.
- Experience organizing in low-income, diverse communities.
- Salesforce experience preferred.
- Strong verbal and written communication skills

**Benefits:**

We offer competitive compensation and an extensive benefits package.

**About Us:**

Founded in 1966, Madison Park Development Corporation's mission is to foster a vibrant, healthy Roxbury neighborhood that supports the well-being and advancement of the community. Our multifaceted approach to community building is realized through three departments: 1) real estate, which produces and preserves affordable housing for low income families; 2) community action, which builds community cohesion through health and wellness initiatives, violence prevention, civic engagement and resident leadership; and, 3) Hibernian Hall, our arts and culture department, which nurtures the arts in Roxbury by presenting high quality theatre, dance, music, film and spoken word.

Please submit your resume with salary requirements to [zoliver@madison-park.org](mailto:zoliver@madison-park.org). Fax #617-541-4900.

Visit our website at [www.madison-park.org](http://www.madison-park.org) for more information about MPDC.